

Case Association Reference Guide

Steps to File a Notice of Case Association

A Registered Filer who does not see one of his/her cases in the My Cases list may complete these steps to file a Notice of Case Association. This will associate the filer to the electronic case.

1. **Log in** to eFile (not illustrated).
2. Click **Existing Case**.

New Case	File new case
Existing Case	File subsequent document to existing case
Filing Status	Check the status of my filings

3. Enter in the **County**.
4. Enter in the **Case Number** (for example, SCSC000120).
5. Enter one of the **Participant's Last Name**.
6. Click **File on this Case**.

Existing Cases

Cases that will be filed on

Case Number	Case Title

Select county and type in a case number and participant name

County:

Case Number (Ex: SCSC126139):

Participant's Last Name:

7. Select **Notice** from the Document Category.
8. Select **Notice of Case Association** from the Document Type.
9. Click **Add**.

Home ⇒ Existing Case ⇒ Add a Document

Case Number : SCSC126244

Document Category:

Document Type *:

Additional Text:

☐ Sealed
 ☐ Confidential
 ☐ Electronic Presentation

Acceptable File Format Type(s) (*.pdf)

Document Location:

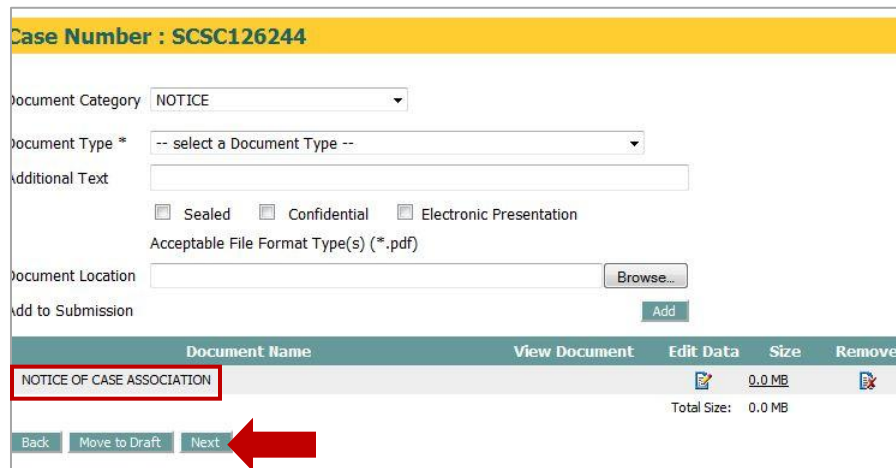
Add to Submission:

Document Name	View Document	Edit Data	Size	Remove
<input type="button" value="Back"/> <input type="button" value="Move to Draft"/> <input type="button" value="Next"/>				

Note! When filing a Notice of Case Association, a document will not be added to the filing.

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10. A **Notice of Case Association** will be listed on the case.
11. Click Next.



Case Number : SCSC126244

Document Category: NOTICE

Document Type: -- select a Document Type --

Additional Text:

☐ Sealed ☐ Confidential ☐ Electronic Presentation

Acceptable File Format Type(s) (*.pdf)

Document Location:

Add to Submission:

Document Name	View Document	Edit Data	Size	Remove
NOTICE OF CASE ASSOCIATION			0.0 MB	
Total Size: 0.0 MB				

12. The Review and Approve Filings page will display. Click **Submit the Filing**.



New Parties:

Special Filing Instructions for the Clerk:

13. This request will be submitted to the Clerk for review and approval.

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.